



DEPARTMENT OF THE ARMY
BROOKE ARMY MEDICAL CENTER
FORT SAM HOUSTON, TEXAS 78234-6200

REPLY TO
ATTENTION OF
MCHE-BC (37)

3 September 2002

MEMORANDUM FOR TROOP COMMAND, BROOKE ARMY MEDICAL CENTER
(BAMC), PERSONNEL, FORT SAM HOUSTON, TX 78234-6200

SUBJECT: Basic Allowance for Subsistence (Policy Memorandum #35)

1. PURPOSE. This memorandum prescribes policies, procedures and responsibilities governing the preparation, submission, control, and approval authority for basic allowance for subsistence as pertains to enlisted personnel.
2. APPLICABILITY. This memorandum is applicable to all enlisted personnel assigned or attached to Brooke Army Medical Center.
3. REFERENCES.
 - a. AR 37-104-4, Military Pay and Allowances Policy and Procedures - Active Component, 30 September 1994.
 - b. AR 600-8, Military Personnel Management, 01 October 1989.
4. EXPLANATION OF ABBREVIATION.
 - a. BAS. Basic Allowance for Subsistence.
 - b. VOCO. Verbal Orders of the Commanding Officer.
5. BACKGROUND. This memorandum provides guidance for authorization of separate rations for enlisted members. It is a command responsibility to ensure only authorized members receive separate rations.
6. RESPONSIBILITIES.
 - a. The Chief, Military Personnel Branch has staff responsibility for this program.
 - b. The Troop Commander and subordinate company commander have command responsibility for the execution of this program.
7. POLICY. Commanders will consider each request for separate rations on an individual basis. Authorization to mess separately will not be retroactive. This

does not prevent payment of separate rations from the actual verbal authorization if the approval of the soldier's retroactive request is justified in writing on the DA Form 4187 (Personnel Actions Request). Authorizations will be fully justified for approval by the Troop Commander.

- a. Unit commanders may authorize soldiers of their unit to mess separately providing those soldiers are accompanied by their family members or are in the grade of E-6 through E-9.
- b. Authority to approve separate rations for soldiers in grade E-1 through E-5 is delegated to the unit commander as listed below.

(1) Members residing with their legal family members and soldiers married to soldiers residing with their spouse outside Troop Command billets. Authorization to mess separately will be effective from the date/time of sign-in for new arrivals. Authorization to mess separately will be effective from the date/time authorized to reside outside Troop Command billets for personnel residing with family members or soldier members married and residing with their spouse.

(2) Under exceptional circumstances and in the best interest of the Army, authorization to mess separately by virtue of residing outside the Troop Command billets will not be construed to fall within the meaning of exceptional circumstances. The Troop Commander will be the approval authority for all requests with exceptional circumstances. Guidelines for exceptional circumstances are listed below.

(a) Soldiers whose permanent duty hours (shift workers) would not make subsisting in the dining facility feasible by virtue of working during hours the dining facility is closed for two meals. It is the department's responsibility to ensure the soldier is provided time to use the dining facility. In such cases, the request will be forwarded through the department, division, or service chief to the Troop Commander for approval. Authorization for separate rations based on mission requirements is effective only during the period the circumstances are applicable. It is the responsibility of the soldier and the department, division, or service chief to notify the unit commander when the exceptional circumstances change or terminate. The authorization to receive separate rations based on this paragraph will be reviewed by the Troop Commander annually at a minimum. If the circumstances no longer apply, the separate rations will be terminated effective the date of the change in circumstances. Soldiers will not be authorized to receive separate rations when their duty hours require their presence for less than two meals per day on a continued basis.

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LTC, MS
Commanding